

City of Alexandria, Virginia

MEMORANDUM

MEMORANDUM TO INDUSTRY NO. 02-18

DATE: JANUARY 31, 2018

TO: DEVELOPERS, ARCHITECTS, ENGINEERS & SURVEYORS

FROM: LISA JAATINEN, P.E., ACTING DIVISION CHIEF,
INFRASTRUCTURE/RIGHT OF WAY DIVISION, TRANSPORTATION AND
ENVIRONMENTAL SERVICES

SUBJECT: INFORMATION NOTICE FOR PROJECTS REQUIRING A GRADING PLAN
OR GRADING PLAN WAIVER

In response to a request from the City Manager's Office to create a process to inform neighbors of upcoming projects that do not require a public hearing, but involve construction of a new single or two-family dwelling and/or grading, the City is implementing an informational noticing process for all projects requiring a grading plan or a grading plan waiver per Section 5-6-224 of City Code. The following two-part informational noticing process will be implemented by Staff for all new grading plans and new grading plan waivers submitted on or after February 1, 2018.

Email to Neighborhood, Homeowner's or Civic Association

Planning and Zoning will email an Informational Notice to the contact person listed in Community Association Viewer. The email will notify the designated association contact and the association can disseminate the information through their own processes. The notice will include contact information for the applicant and the City.

Placard

Planning and Zoning will also post an Informational Notice Placard on the property. Placards are to be posted for 30 days. The posted placard will allow anyone passing the subject property to be made aware of the future construction and/or grading project.

In addition to the two types of notices, T&ES will maintain a webpage [[LINK](#)] dedicated to providing information on grading plans, and a list of plans currently under review or recently released, is being created as a resource for the public.

Staff will reevaluate this process after the implementation of the new permitting and land management system, as changes may be necessary. The new system is designed to allow the public to access information more readily and may alleviate the need for this type of noticing.